

Professional and Managerial Branch  
Fiscal and Tax Administration Group  
Accounting Series

ACCOUNTANT I

09/89

*Summary*

Under general supervision, performs a variety of accounting duties; performs related duties as required.

*Typical Duties*

Maintains general and special accounting systems and procedures; prepares and supervises the preparation of grant information, operations statistics, financial statements and reports; supervises and reviews the processing and recording of revenues, receipts, purchases, expenditures, billings and personnel payroll records.

Participates in the development, implementation and maintenance of budgeting systems; prepares and submits information on financial and operations records, trends, revenues and expenditures for budget development; verifies revisions in accounting and budget information and procedures with data processing personnel; maintains records and prepares reports.

Supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance; complies with and enforces safe working practices.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited College or University with a Bachelor's degree in Accounting or a Business Administration degree with a concentration of thirty semester hours in Accounting; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the principles, practices and methods of accounting; good knowledge of office practices and procedures; some knowledge of financial and budgetary planning and procedures; some knowledge of laws and statutes concerning accounting procedures; some knowledge of grant and municipal accounting procedures.

Ability to apply accounting principles, practices and methods; ability to analyze and interpret financial and accounting records; ability to detect discrepancies in financial and accounting records; ability to prepare accurate financial statements; ability to interpret and explain grant accounting procedures; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to express oneself clearly and concisely, both orally and in writing; ability to maintain records and prepare reports.

*Physical Requirements:* Sitting for long periods of time; mobility within an office environment.

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Director of Personnel

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Department Head